RULES COMMITTEE: 02-11-15

ITEM: D.1



Memorandum

TO:

RULES COMMITTEE

FROM:

Jennifer A. Maguire

SUBJECT:

REVISED 2014-2015/2015-2016 CITY BUDGET CALENDAR DATE:

February 6, 2015

Approved

DiDSyL

Date

2/6/15

RECOMMENDATION

It is recommended that the Rules Committee and the City Council adopt the following revisions to the 2014-2015/2015-2016 City Budget Calendar: Add the 2015-16 Telephone Budget Survey; add the 2015-16 Neighborhood Association/Youth Commission Priority Setting Session; modify dates associated with the 2015-16 Mayor's March Budget Message, add the Mayor's State of the City Address; and add the 2015-16 City Council/Community Budget Meetings.

ANALYSIS

On September 3, 2014 and September 16, 2014, the Rules Committee and City Council, respectively, approved the 2014-2015/2015-2016 City Budget Calendar. As stated in the memorandum, several items were removed from the calendar pending direction from the new mayor, subject to approval from the City Council. This memorandum recommends reinstating several of those items, including: the 2015-16 Telephone Budget Survey (to be conducted February 11-15, 2015); the 2015-16 Neighborhood Association/Youth Commission Priority Setting Session (to be held March 7, 2015); the Mayor's State of the City Address (to be held March 14, 2015); and the 2015-2016 City Council/Community Budget Meetings (to be held in May 2015 - a detailed schedule will be released at a later date by the Mayor's Office in coordination with each City Council Office). In addition, modifications to the dates associated with the 2015-16 Mayor's March Budget Message are also proposed including: revising the release date from March 13, 2015 to March 16, 2015; dropping the initial review by City Council date of March 17, 2015; and revising the Public Hearing date from March 17, 2015, to March 23, 2015, to be held in the evening.

The revised 2014-2015/2015-2016 City Budget Calendar is outlined in Attachment A. Also included with this memorandum is Attachment B (2014-2015/2015-2016 City Budget Calendar/Budget Study Session Schedule) and Attachment C (City of San José Annual Budget Process), which are both unchanged from their original release.

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COORDINATION

The revised 2014-2015/2015-2016 City Budget Calendar has been coordinated with the Mayor's Office.

JENNIFER A. MAGUIRE

Interim Senior Deputy City Manager /

Budget Director

Attachments:

Attachment A – Revised 2014-2015/2015-2016 City Budget Calendar

Attachment B - 2014-2015/2015-2016 City Budget Calendar/Budget Study Session Schedule

Attachment C – City of San José Annual Budget Process

Revised 2014-2015/2015-2016 City Budget Calendar

| Date | | Action/Event |
|------------------------|---|--|
| September 30, 2014 | - | 2013-14 Annual Report: Released |
| October 7, 2014 | - | 2013-14 Annual Report: Review/Approval by City Council |
| January 30, 2015 | - | 2014-15 Mid-Year Budget Review Report: Released |
| February 10, 2015 | - | 2014-15 Mid-Year Budget Review Report: Review/Approval by City Council |
| February 11 - 15, 2015 | | 2015-16 Telephone Budget Survey |
| February 27, 2015 | - | 2015-16 City Manager's Budget Request & 2016-20 Five-Year Forecast and Revenue Projections: Released |
| March 7, 2015 | - | 2015-16 Neighborhood Association/Youth Commission Priority Setting Session |
| March 14, 2015 | - | Mayor's State of the City Address |
| March 16, 2015 | _ | 2015-16 Mayor's March Budget Message: Released |
| March 23, 2015 | - | 2015-16 Mayor's March Budget Message: Public Hearing (evening) |
| March 24, 2015 | - | 2015-16 Mayor's March Budget Message: Final Review/Approval by City Council |
| April 22, 2015 | - | 2015-16 Proposed Capital Budget and 2016-20 Capital Improvement Program: Released |
| May 1, 2015 | - | 2015-16 City Council/Community Budget Meetings |
| May 1, 2015 | - | 2015-16 Proposed Operating Budget: Released |
| May 1, 2015 | - | 2015-16 Proposed Fees and Charges Report: Released |
| May 6, 2015 | - | Planning Commission Study Session: 2015-16 Proposed Capital Budget and 2016-20 Capital Improvement Program |
| May 6 - 14, 2015 | _ | Council Study Sessions: 2015-16 Proposed Budgets and 2015-16 Proposed Fees and Charges Report |

Revised 2014-2015/2015-2016 City Budget Calendar

| Date | Action/Event | |
|---------------|--|--|
| May 12, 2015 | Initial Public Hearing: 2015-16 Proposed Capital/Operating Budgets and 2015-16 Proposed Fees & Charges Report | |
| May 15, 2015 | 2015-16 City Council Budget Document Cost Estimates/Analysis due to the City Manager's Office | |
| May 20, 2015 | 2015-16 City Council Budget Document Proposals due to Mayor's Office | |
| May 29, 2015 | 2015-16 Mayor's June Budget Message: Released | |
| June 8, 2015 | Final Public Hearing: 2015-16 Proposed Capital/Operating Budgets and 2015-16 Proposed Fees & Charges Report (evening) | |
| June 9, 2015 | 2015-16 Mayor's June Budget Message: Final Review/Approval by City Council 2015-16 Proposed Capital/Operating Budgets and 2015-16 Proposed Fees & Charges Report: Approved by City Council | |
| June 16, 2015 | 2015-16 Capital/Operating Budgets and 2015-16 Fees & Charges Report: Adopted by City Council | |

2014-2015/2015-2016 City Budget Calendar/ Budget Study Session Schedule*

| Date | Time | Action/Event |
|-------------------------|---|--|
| Wednesday, May 6, 2015 | 9:00 am - 11:30 am | 2015-2016 City Budget Overview/Budget Study Session on 2015-2016 City Operating/Capital Budget, 2016-2020 Capital Improvement Program, and 2015- 2016 Fees and Charges Report |
| Thursday, May 7, 2015 | 9:00 am - 12:00 pm 1:30 pm - 5:00 pm | 2015-2016 City Budget Overview/Budget Study Session on 2015-2016 City Operating/Capital Budget, 2016-2020 Capital Improvement Program, and 2015- 2016 Fees and Charges Report |
| Friday, May 8, 2015 | 9:00 am - 12:00 pm 1:30 pm - 5:00 pm | 2015-2016 City Budget Overview/Budget Study Session on 2015-2016 City Operating/Capital Budget, 2016-2020 Capital Improvement Program, and 2015- 2016 Fees and Charges Report |
| Monday, May 11, 2015 | 1:30 pm - 5:00 pm | 2015-2016 City Budget Overview/Budget Study Session on 2015-2016 City Operating/Capital Budget, 2016-2020 Capital Improvement Program, and 2015- 2016 Fees and Charges Report |
| Wednesday, May 13, 2015 | 9:00 am - 12:00 pm | 2015-2016 City Budget Overview/Budget Study Session on 2015-2016 City Operating/Capital Budget, 2016-2020 Capital Improvement Program, and 2015- 2016 Fees and Charges Report |
| Thursday, May 14, 2015 | 9:00 am - 12:00 pm | 2015-2016 City Budget Overview/Budget Study Session on 2015-2016 City Operating/Capital Budget, 2016-2020 Capital Improvement Program, and 2015- 2016 Fees and Charges Report |

^{*} Budget Study Sessions will be held in the City Council Chambers.

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

| | RESIDENTS | MAYOR & CITY COUNCIL | CITY Administration | |
|---------------------------------|--|---|--|--|
| October | Input on Budget Priorities and Direction Through: ■ Direct contact with Mayor and City Council ■ Community-Wide Surveys and Meetings | Review and Approval of Annual Report. Provides understanding of the fiscal status and condition of the City to inform the upcoming budget process | Annual Report on Prior-Year Financial and Service Results ■ Report to City Council and Community on financial performance of the City for the preceding fiscal year | |
| November December January | | | Preliminary General Fund Forecast Planning and Department Budget Proposal Submittal In context of the preliminary budget outlook, departments develop service delivery and budget strategies for upcoming budget process | |
| February | | City Council Priority Setting Process Develop budget priorities for the City based on input from the Community, Staff, and City Council | Release City Manager's Budget Request and Five-Year Forecast and Revenue Projections for the General Fund and Capital Improvement Program Projects revenues for next 5-year period Projects General Fund expenditures to achieve City Council-approved service levels | |
| March | Public Hearing on Mayor's March Budget Message ■ City Council meets to receive public input on Mayor's March Budget Message | Review and Approval of Mayor's March Budget Message Provides more specific direction for preparation of the Proposed Budget | Finalize City Manager's Proposed Budget/Capital Improvement Program CSAs incorporate strategic planning and City Council direction into results-driven spending plans Analyze budget strategies and other service delivery options within context of budgetary outlook | |
| April | | | | |
| May | Initial Public Hearing on Proposed Budget ■ City Council meets to receive public input on Proposed Budget | Review Proposed Budget in Budget Study Sessions Working sessions with City Manager, CSA, and department representatives to review details of the Proposed Budget | Release City Manager's Proposed Operating and Capital Budgets, Capital Improvement Program, and Fees and Charges Report Provide service delivery strategies in the context of proposed revenue projections and a balanced spending plan | |
| | | Release City Council Budget Documents Requested reports and amendments to the Proposed Budget | Release City Manager's Budget Addenda Administration's reports and amendments to the Proposed Budget are submitted for City Council review and consideration | |
| June | Final Public Hearing on Proposed Budget. ■ Last opportunity for public input on Proposed Budget | Review and Approval of Mayor's June Budget Message Changes to Proposed Budget based on feedback from City Council and public | | |

Final City Council Budget Adoption